

Michael David Molina

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EXPERIENCE:

09/17 – present Knowesis, Inc.

Contracted to the Department of Defense, J-3, Office of the Director, Health Care Operations (HCO), Defense Health Agency. Program support to a Major General. Draft, edit, and process direct beneficiary and Congressional correspondence for the Director of HCO. Maintain a working knowledge of all current actions that fall under the jurisdiction of the HCO, ranging from veteran and active duty pharmaceutical program, Clinical Support, Medical Logistics and DoD Public Health vaccination requirements. Responsible for weekly briefs to HCO Chief of Staff.

07/11 - 08/17 Acentia Inc/Knowesis, Inc.

Contracted to the Department of Defense, Health Services, Health Readiness Policy and Oversight, Office of the Assistant Secretary of Defense (Health Affairs). Team lead of in an office whose primary responsibilities included tracking all incoming workflow and scheduling. Provided strategic task management and process support directly to the Deputy Assistant Secretary of Defense for Health Readiness Policy and Oversight (DASD(HRP&O)). Tasked packages number more than 250 documents annually for signature by the Under Secretary of Defense for Personnel and Readiness, the ASD (HA), and the DASD (HRP&O). Work closely with HRP&O leadership and a variety of subject matter experts, to create documentation for final signature and coordinated on their distribution. Work closely with outside organizations such as the Washington Headquarters Service Office of Security Review to facilitate the clearance of high level presentations for both government and private dissemination. Work closely with the Department of Veterans Affairs Liaison to produce and deliver Health Affairs related documentation for Veteran medical records.

08/05 - 01/09 U.S. Department of State

Office of the White House Liaison – Assistant Director (Top Secret/SCI)

Primary responsibilities included the handling of over forty Presidential and Secretarial boards, commissions and committees. Worked closely with Department Bureaus and the White House to identify and place qualified candidates to each position. Oversaw the clearance of close to four hundred annual international meetings and conferences providing occasional policy input on certain issues. Was the primary point of contact for the White House on matters concerning State Department Consular Affairs, which consisted of assisting American citizens both home and abroad with irregular circumstances pertaining to passport and visa acquisition. Acted as the White House Liaison's Top Secret Control Officer. Other responsibilities included monitoring the office budget, political appointee outreach and office intern coordination.

- 07/04 - 07/05 Office of the Secretary - U.S. Department of Agriculture
Special Assistant - Office of the Under Secretary for Rural Development (Secret)
 Primary responsibilities include serving as a liaison for the Office of the Secretary and the Rural Development Mission Area. Work closely with three Rural Development Mission Area's on developing program delivery under the Presidents Management Agenda. Work with the Under Secretary's office on two Presidential Initiatives; Minority Home Ownership and the Universal Access Broadband Program. Work with the Under Secretary's office on Secretarial correspondence matters.
- 01/04 - 07/04 Office of the Administrator – U.S. Environmental Protection Agency **Special Assistant/Personal Aide to the Administrator**
 Primary responsibilities included managing the Administrators time for all scheduled and unscheduled meetings. Traveling with the Administrator daily to all public events. Handling pre and post event business such as correspondence requests. Handling of all briefing material and speeches/talking points for the Administrators events. Acted as the primary staff conduit while out of the office; remaining in close contact with headquarters regarding scheduling changes, message delivery and positive/negative feedback. Managing any projects the Administrator request including work on Presidential Initiatives and Congressional Correspondence.
- 09/02 - 01/04 Office of the Secretary - U.S. Department of Agriculture
Deputy White House Liaison (Secret)
 Primary responsibilities included the interviewing and hiring of the USDA's political appointees. Overseeing all office correspondence. Participation in the production of the weekly Chief of Staff report. Serve as a member of the Secretary's Hispanic Advisory Council. Secondary point of contact for White House Personnel regarding White House and intra-departmental functions, while maintaining the role of general assistant described below.
- 01/02 - 08/02 Office of the Secretary- U.S. Department of Agriculture
Confidential Assistant
 Primary Assistant to the White House Liaison. Responsibilities included office scheduling, data base maintenance, political appointment correspondence, and office and personnel management.
- 06/00 - 12/00 Bachus For Congress Committee, Birmingham, AL
Assistant Campaign Director
 Primary responsibilities included the development and implementation of a fundraising plan both in Birmingham and Washington as well as a fund dispersal program to other Republican candidates.
- 01/00 - 05/00 Congressman David Dreier **Legislative Office Intern**
 In conjuncture with The American University Internship course, worked part time in Congressman Dreier's Legislative Office. Responsibilities included legislative research, helping with constituent services, personal document delivery between legislative office and Rules Committee office and general office maintenance.

03/98 - 01/99 The Chevron Companies, Washington, DC

Assistant Office Manager

Held the front desk position in the company's Federal Relations Office. Assisted Office Manager in everyday management of the office. Was responsible for all office product ordering and balance keeping. Maintained office staff's availability schedule. (Full-time, left position to return to school)

Education:

01/99 - 5/01 The American University, Washington, DC

School of Public Affairs

Bachelor of Science – Political Science

01/95 - 07/97 Mount San Antonio College, Walnut, CA

Clearance Information:

Secret (Top Secret Granted 08/2011 – 7/16, updated 8/16 to Secret because the office was removed from a SCIF), SCI Eligible